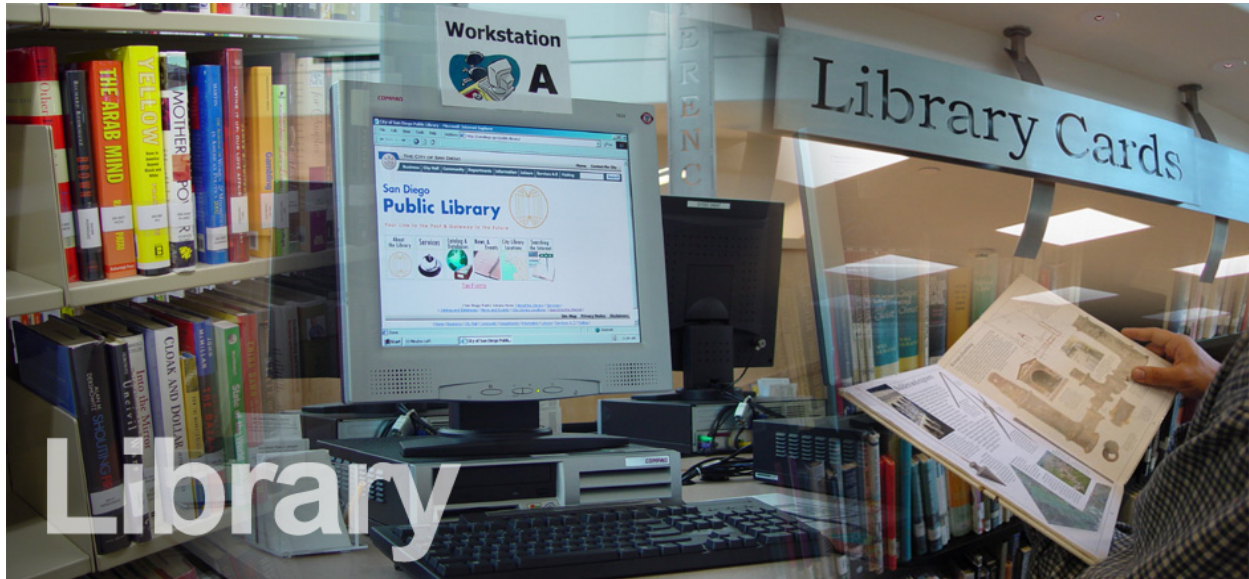


# Library







## Mission Statement

Respond to the information needs of San Diego's diverse communities;  
Ensure equal access to local, national, and global resources;  
Anticipate and address the educational, cultural, business, and recreational interests of the public;  
Develop and provide welcoming environments.

## Department Description

The San Diego Public Library System serves the residents of the City of San Diego, which encompasses an area of 342 square miles. The Library System consists of the Central Library, 35 branch libraries, and the adult literacy program office (READ/San Diego). The Department serves the educational, cultural, business, and recreational needs of San Diego's diverse communities through its collection of more than 3.4 million books and audio-visual materials, 4,122 periodical subscriptions, 1.6 million government documents, and approximately 160,000 books in over 100 foreign languages. Electronic access is provided to the library catalog and many index and full-text databases in all library facilities and via the Internet.

## Service Efforts and Accomplishments

In Fiscal Year 2007, more than 6 million patrons visited City libraries, borrowed over 7.1 million items, used an additional 1.8 million items in libraries, and had over 1.6 million reference questions answered by Library staff. More than 1.6 million patrons signed up to use the Internet on a Library workstation and nearly 700,000 online database searches were conducted. Attendance exceeded 218,000 at 7,256 programs offered throughout the library system, including the Chamber Music Series and Film Series at the Central Library, representing a 10 percent increase over the previous fiscal year.

Library fund raising also had a strong year. New records were set in operating revenue, which increased 14% over Fiscal Year 2006; in addition, there were increases to the number of active contributors and Carnegie Society members, honoring donors who have included the Library in their estate plans.

# Library

## Service Efforts and Accomplishments

Since 1997, the Library Department will have opened 10 new replacement or expanded facilities. This represents an increase of 126,893 square feet of branch library space in the last 10 years, including the new 15,000 square foot North University Community Library scheduled to open September 2007. Also in the Fall of 2007, construction will begin on the new Logan Heights Library. Partially funded by a Proposition 14 Grant from the State of California, this new 25,000 square foot facility will replace the current 3,967 square foot facility built in 1927. A number of new branches have received awards, many of them of national recognition.

The San Diego Public Library received State and national recognition for adult literacy and cultural programming. Live Homework Help was also recognized for outstanding innovation and creativity in partnering and funding. For its efforts to preserve, inventory, and catalog a collection of 90,000 documents which represent nearly 100 years of San Diego's water history, the Library received the Award of Excellence for Historic Preservation from the City's Historical Resources Board.

## Budget Dollars at Work

In Fiscal Year 2007:

- Operated 36 library facilities
- Managed 3,430,601 books and audio-visual items
- Served 437,047 registered borrowers
- Managed annual circulation of over 7,167,000 items
- Managed the in-house use of over 1,759,000 Items
- Answered 1,643,873 reference questions
- Oversaw 6,040,091 patron visits

## Department Summary

Library				
	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL	FY 2007-2008 CHANGE
Positions	406.02	425.96	388.36	(37.60)
Personnel Expense	\$ 28,220,572	\$ 29,560,521	\$ 28,840,999	\$ (719,522)
Non-Personnel Expense	\$ 9,097,433	\$ 9,864,213	\$ 9,521,038	\$ (343,175)
TOTAL	\$ 37,318,005	\$ 39,424,734	\$ 38,362,037	\$ (1,062,697)

## Department Staffing

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
<b>GENERAL FUND</b>			
<b>Library</b>			
Administration	22.40	23.00	19.00
Branch Libraries	228.02	241.11	226.51
Building Services	6.00	6.00	6.00
Central Library	81.00	84.00	75.50
Development Program	3.00	3.25	3.25
READ/San Diego	4.00	6.00	5.50

## Department Staffing

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
<b>GENERAL FUND</b>			
<b>Library</b>			
Technical Services	53.00	54.00	44.00
<b>Total</b>	<b>397.42</b>	<b>417.36</b>	<b>379.76</b>
<b>LIBRARY GRANTS FUND</b>			
<b>Library Grant Funds</b>			
State Library Foundation	8.60	8.60	8.60
<b>Total</b>	<b>8.60</b>	<b>8.60</b>	<b>8.60</b>
<b>DEPARTMENT TOTAL</b>	<b>406.02</b>	<b>425.96</b>	<b>388.36</b>

## Department Expenditures

	FY 2006 BUDGET	FY 2007 BUDGET	FY 2008 FINAL
<b>GENERAL FUND</b>			
<b>Library</b>			
Administration	\$ 1,964,654	\$ 1,966,658	\$ 1,840,178
Branch Libraries	\$ 16,873,093	\$ 18,074,479	\$ 17,720,420
Building Services	\$ 4,333,213	\$ 4,541,928	\$ 4,649,727
Central Library	\$ 6,708,603	\$ 6,916,843	\$ 6,829,359
Development Program	\$ 1,362,064	\$ 1,390,374	\$ 1,422,870
Library Department	\$ -	\$ (268,008)	\$ 179,691
READ/San Diego	\$ 376,503	\$ 502,186	\$ 501,684
Technical Services	\$ 5,029,756	\$ 5,619,226	\$ 4,486,735
<b>Total</b>	<b>\$ 36,647,886</b>	<b>\$ 38,743,686</b>	<b>\$ 37,630,664</b>
<b>LIBRARY GRANTS FUND</b>			
<b>Library Grant Funds</b>			
State Library Foundation	\$ 670,119	\$ 681,048	\$ 731,373
<b>Total</b>	<b>\$ 670,119</b>	<b>\$ 681,048</b>	<b>\$ 731,373</b>
<b>DEPARTMENT TOTAL</b>	<b>\$ 37,318,005</b>	<b>\$ 39,424,734</b>	<b>\$ 38,362,037</b>

# Library

## Significant Budget Adjustments

### GENERAL FUND

Library	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2007 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.	0.00 \$	1,621,978 \$	0
<b>Increase to Retiree Health Care-Other Post-Employment Benefits (OPEB)</b> Addition of funds to be applied towards the total liability for retiree health care.	0.00 \$	677,797 \$	0
<b>Performance Annex Support and Position Reinstatements</b> Reinstatement of 1.00 Associate Management Analyst and related non-personnel expense to operate the City Heights Performance Annex. In addition, position restructures resulting in the reduction of 3.00 Library Clerks and 1.00 Library Aide, and the reinstatement of 1.00 Librarian III, 2.00 Youth Services Librarians, and 1.00 Library Technician.	1.00 \$	306,324 \$	0
<b>Contractual Services Increase</b> Reflects new contracts and pricing agreements for services including janitorial services, guards services, landscaping, waste removal, and miscellaneous contractual services. The significant cost increase is due in large part to the Living Wage Ordinance.	0.00 \$	206,670 \$	0
<b>Transportation Allowance</b> Parking supplement enables Library employees to pay the standard parking rate at the non-City owned 707 Broadway parking site that is paid at City downtown parking locations. In previous fiscal years, this cost was packaged with the expense of Library rental space at the 707 Broadway office building. The rental agreement was not renewed for Fiscal Year 2008.	0.00 \$	60,000 \$	0
<b>Transition of Hourly Positions</b> Standardization of hourly position budgeting.	0.00 \$	40 \$	0
<b>One Time Expenditure Removal</b> Adjustment reflects Fiscal Year 2007 one time expenditure removal.	0.00 \$	(33,000) \$	0
<b>Non-Discretionary</b> Adjustments to reflect expenses that are determined outside of the Department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	(115,582) \$	0

## Significant Budget Adjustments

### GENERAL FUND

Library	Positions	Cost	Revenue
<b>Transfer for the Information Technology Central Organization</b>	(2.00) \$	(206,831) \$	0
Transfer of positions and/or support from other City departments as a result of Business Process Re-engineering recommendations to centralize information technology support.			
<b>Support for Information Technology</b>	0.00 \$	(408,664) \$	0
Funding is allocated according to a zero-based annual review of information technology funding requirements and priority analyses.			
<b>General Fund Savings Proposal</b>	(5.50) \$	(469,843) \$	0
Department submitted reduction proposal.			
<b>Vacancy Savings</b>	0.00 \$	(683,384) \$	0
Adjustments in personnel expense from positions that are projected to be vacant for a period of time in Fiscal Year 2008 due to personnel transition and salary differentials for new employees.			
<b>Savings from Business Process Reengineering (BPR) and/or the Five-Year Financial Outlook</b>	(31.10) \$	(2,068,527) \$	(140,379)
Expenditure adjustments in personnel and non-personnel expenses as a result of position reductions and BPR.			

### LIBRARY GRANTS FUND

Library Grant Funds	Positions	Cost	Revenue
<b>Salary and Benefit Adjustments</b>	0.00 \$	33,620 \$	0
Adjustments to reflect the annualization of the Fiscal Year 2007 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.			
<b>Increase to Retiree Health Care-Other Post-Employment Benefits (OPEB)</b>	0.00 \$	16,715 \$	0
Addition of funds to be applied towards the total liability for retiree health care.			
<b>Revised Revenue</b>	0.00 \$	0 \$	238,654
Adjustment to Fiscal Year 2007 revenue to reflect Fiscal Year 2008 revenue projections.			
<b>Support for Information Technology</b>	0.00 \$	(10) \$	0
Funding is allocated according to a zero-based annual review of information technology funding requirements and priority analyses.			

# Library

## Expenditures by Category

	FY 2006 BUDGET		FY 2007 BUDGET		FY 2008 FINAL
<b>PERSONNEL</b>					
Salaries & Wages	\$	18,873,471	\$	19,732,520	\$ 18,563,737
Fringe Benefits	\$	9,347,101	\$	9,828,001	\$ 10,277,262
<b>SUBTOTAL PERSONNEL</b>	\$	28,220,572	\$	29,560,521	\$ 28,840,999
<b>NON-PERSONNEL</b>					
Supplies & Services	\$	6,412,187	\$	6,991,359	\$ 6,862,828
Information Technology	\$	1,143,707	\$	1,540,542	\$ 1,139,763
Energy/Utilities	\$	1,491,539	\$	1,249,312	\$ 1,462,447
Equipment Outlay	\$	50,000	\$	83,000	\$ 56,000
<b>SUBTOTAL NON-PERSONNEL</b>	\$	9,097,433	\$	9,864,213	\$ 9,521,038
<b>TOTAL</b>	\$	37,318,005	\$	39,424,734	\$ 38,362,037

## Revenues by Category

	FY 2006 BUDGET		FY 2007 BUDGET		FY 2008 FINAL
<b>GENERAL FUND</b>					
Revenue from Money & Property	\$	95,000	\$	95,000	\$ 95,000
Charges for Current Services	\$	1,530,000	\$	1,706,422	\$ 1,599,422
Transfers from Other Funds	\$	-	\$	33,379	\$ -
<b>TOTAL</b>	\$	1,625,000	\$	1,834,801	\$ 1,694,422

## Salary Schedule

### GENERAL FUND

#### Library

<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>	<i>Salary</i>	<i>Total</i>
1104	Account Clerk	3.00	3.00	\$ 37,878	\$ 113,634
1106	Sr Management Analyst	2.00	2.00	\$ 70,802	\$ 141,604
1107	Administrative Aide II	4.00	5.00	\$ 50,686	\$ 253,430
1132	Asst Management Analyst	3.50	3.50	\$ 53,981	\$ 188,932
1218	Assoc Management Analyst	2.00	2.00	\$ 64,539	\$ 129,078
1236	Auto Messenger	6.00	6.00	\$ 31,137	\$ 186,822
1273	Building Maintenance Supv	1.00	1.00	\$ 74,804	\$ 74,804
1280	Building Service Technician	3.00	3.00	\$ 39,491	\$ 118,473
1348	Info Systems Analyst II	1.00	1.00	\$ 64,621	\$ 64,621
1349	Info Systems Analyst III	1.00	1.00	\$ 71,601	\$ 71,601
1389	Custodian II	2.00	2.00	\$ 31,149	\$ 62,298
1401	Info Systems Technician	5.00	2.00	\$ 50,993	\$ 101,985
1535	Clerical Assistant II	1.00	0.00	\$ -	\$ -
1584	Librarian II	38.91	43.91	\$ 58,954	\$ 2,588,692
15841	Librarian II Hrly	1.48	1.48	\$ 59,507	\$ 88,071



## Salary Schedule

## GENERAL FUND

## Library

<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>	<i>Salary</i>		<i>Total</i>
1585	Librarian IV	25.00	<b>25.00</b>	\$	73,424	\$ 1,835,593
1586	Library Asst	48.64	<b>40.14</b>	\$	49,256	\$ 1,977,133
15861	Library Assistant	2.02	<b>2.02</b>	\$	49,425	\$ 99,838
1588	Library Aide	62.99	<b>54.99</b>	\$	23,955	\$ 1,317,292
15881	Library Aide	14.01	<b>14.01</b>	\$	24,183	\$ 338,798
1590	Library Clerk	106.54	<b>97.54</b>	\$	38,419	\$ 3,747,406
15901	Library Clerk	1.92	<b>1.92</b>	\$	38,647	\$ 74,203
1614	Org Effectiveness Specialist II	1.00	<b>1.00</b>	\$	64,734	\$ 64,734
1648	Payroll Specialist II	3.00	<b>3.00</b>	\$	41,507	\$ 124,520
1726	Principal Clerk	1.00	<b>1.00</b>	\$	52,855	\$ 52,855
1746	Word Processing Operator	1.00	<b>1.00</b>	\$	37,845	\$ 37,845
1757	Literacy Program Administrator	1.00	<b>1.00</b>	\$	78,159	\$ 78,159
1758	Library Technician	12.00	<b>10.00</b>	\$	39,939	\$ 399,393
1759	Sr Library Technician	3.00	<b>3.00</b>	\$	45,702	\$ 137,105
1867	Librarian III	37.60	<b>28.00</b>	\$	66,603	\$ 1,864,894
1871	Sr Public Information Officer	1.00	<b>1.00</b>	\$	64,783	\$ 64,783
1876	Executive Secretary	1.00	<b>1.00</b>	\$	52,009	\$ 52,009
1879	Sr Clerk/Typist	4.00	<b>4.00</b>	\$	43,313	\$ 173,252
1902	Storekeeper I	1.00	<b>1.00</b>	\$	41,330	\$ 41,330
1922	Supv Librarian	6.25	<b>6.25</b>	\$	82,398	\$ 514,988
2140	City Librarian	1.00	<b>1.00</b>	\$	127,013	\$ 127,013
2188	Student Intern	2.50	<b>0.00</b>	\$	-	\$ -
2219	Deputy Library Director	2.00	<b>2.00</b>	\$	111,902	\$ 223,803
2243	Resource Development Officer	2.00	<b>2.00</b>	\$	77,891	\$ 155,782
2281	Asst To The Director	1.00	<b>1.00</b>	\$	101,001	\$ 101,001
	Vacancy Factor Adjustment	0.00	<b>0.00</b>	\$	-	\$ (575,473)
	Bilingual - Regular	0.00	<b>0.00</b>	\$	-	\$ 68,128
	MLS Certification Pay	0.00	<b>0.00</b>	\$	-	\$ 266,850
	Overtime Budgeted	0.00	<b>0.00</b>	\$	-	\$ 71,969
	Temporary Help	0.00	<b>0.00</b>	\$	-	\$ 535,744
	<b>Total</b>	<b>417.36</b>	<b>379.76</b>		<b>\$</b>	<b>18,154,992</b>

## LIBRARY GRANTS FUND

## Library Grant Funds

<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>	<i>Salary</i>		<i>Total</i>
1280	Building Service Technician	1.00	<b>1.00</b>	\$	39,491	\$ 39,491
1585	Librarian IV	1.00	<b>1.00</b>	\$	73,424	\$ 73,424
1586	Library Asst	3.90	<b>3.90</b>	\$	49,256	\$ 192,098

# Library

## Salary Schedule

### LIBRARY GRANTS FUND

#### Library Grant Funds

<i>Class</i>	<i>Position Title</i>	<i>FY 2007 Positions</i>	<i>FY 2008 Positions</i>		<i>Salary</i>		<i>Total</i>
1590	Library Clerk	2.70	<b>2.70</b>	\$	38,419	\$	103,732
	<b>Total</b>	8.60	<b>8.60</b>			<b>\$</b>	<b>408,745</b>
<b>LIBRARY TOTAL</b>		425.96	<b>388.36</b>			<b>\$</b>	<b>18,563,737</b>

## Revenue and Expense Statement (Non-General Fund)

### LIBRARY GRANTS FUND

	FY 2006* BUDGET	FY 2007* BUDGET	FY 2008* FINAL
<b>BEGINNING BALANCE AND RESERVE</b>			
Balance from Prior Year	\$ 233,301	\$ 130,727	\$ 218,824
<b>TOTAL BALANCE</b>	\$ 233,301	\$ 130,727	\$ 218,824
<b>REVENUE</b>			
Grant Receipts	\$ 512,763	\$ 769,145 <sup>1</sup>	\$ 753,000
Interest on Investments	\$ 2,047	\$ -	\$ -
<b>TOTAL REVENUE</b>	\$ 514,810	\$ 769,145	\$ 753,000
<b>TOTAL BALANCE AND REVENUE</b>	\$ 748,111	\$ 899,872	\$ 971,824
<b>OPERATING EXPENSE</b>			
Personnel and Non-Personnel Expense	\$ 617,384	\$ 681,048	\$ 731,373
<b>TOTAL OPERATING EXPENSE</b>	\$ 617,384	\$ 681,048	\$ 731,373
<b>TOTAL EXPENSE</b>	\$ 617,384	\$ 681,048	\$ 731,373
<b>BALANCE</b>	\$ 130,727	\$ 218,824	\$ 240,451
<b>TOTAL EXPENSE, RESERVE AND BALANCE</b>	\$ 748,111	\$ 899,872	\$ 971,824

\* At the time of publication audited financial statements for Fiscal Year 2006 were not available. Therefore, the Fiscal Years 2006 and 2007 columns reflect final budget amounts from the Fiscal Year 2006 and 2007 Annual Budgets. As such, balances and reserves do not reflect carryover from the previous fiscal year.

(1) Grant receipt figure reflects anticipated total receipts for Fiscal Year 2007. State budget includes an increase of 49 percent to the Public Library Fund for Fiscal Year 2007. Fiscal Year 2007 budgeted amount is \$514,346.

